

## **SUPPLEMENTAL NEW DECISION ITEM FORM - INSTRUCTIONS**

Please note that there is a separate form which is to be used for all supplemental requests. When completing the supplemental form, refer to the instructions above for the new decision item form, with the following exceptions:

- a. No ranking is required.
- b. The original Fiscal Year 2008 House Bill section should be noted, if applicable.
- c. If FTE are requested, include the number of positions associated with these FTE. The number of positions is the number of people who will be hired. For example, if you are requesting 4 FTE for 3 months, the number of positions would be 16. If you are requesting 1 FTE for 6 months, the number of positions would be 2.
- d. If FTE are requested, also include the number of months needed for these positions.
- e. There is no need to categorize the supplemental request (Box 2 on the new decision item form).
- f. Please note that in Box 4, the entire supplemental request should be identified as one-time costs. Any ongoing costs would need to be requested as a separate cost-to-continue Fiscal Year 2009 new decision item.